

REQUEST FOR APPLICATIONS (RFA): # F07-02

**Government of the District of Columbia
Department of Human Services
Family Services Administration**

FY 2006

**Counseling and Case Management Services
for Victims of Domestic Violence**



**DHS/FSA invites the submission of applications for funding through the
Family Violence Prevention Services Grant for counseling and case management services
for victims of domestic violence in the District of Columbia
who are not residing in a safe confidential shelter.**

Announcement Date: 6/19/06

RFA Release Date: 6/20/06

Pre-application Conference Date: 6/27/06

Application Submission Deadline: 7/20/06

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

**Counseling and Case Management Services for Victims of Domestic Violence
in the District of Columbia**

RFA # F07-02



WHEN: Tuesday, June 27, 2006

WHERE: Family Services Administration (FSA)
2146 24th Place, N. E.
Washington, D. C. 20018

TIME: 3:30 p.m. – 4:30 p.m.

CONTACT PERSON: Barbara Strother or Pamela Hill
Family Services Administration
2146 24th Place, N. E.
Washington, D. C. 20018
202-541-3957 or 202-541-3919

Please RSVP to: FSA no later than June 26, 2006 as seating is limited. You may RSVP via telephone to Pamela Hill, Program Monitor, 202-541-3919, or by way of email to Pamela.Hill@dc.gov.

Checklist for Applications
Family Violence Prevention Services Grant Applications
Counseling and Case Management Services for Victims of Domestic Violence

- The applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile (found in Attachment “A”) contains all the information requested and is placed at the front of the application.
- The Certifications and Assurances listed in Attachment B & C are complete and contain the requested information.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS’ approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- The applicant is submitting six copies of the application: the required original and five (5) copies.
- The application format conforms to the guide listed in Section VI Application Format listed on page 34 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is submitted to DHS/Family Services Administration no later than 4:45 p.m., EDT, on the deadline date of July 20, 2006.

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Award Period

This grant is being offered for one year with an option to renew for two additional years. The grant will begin on October 1, 2006 or as soon thereafter as possible, and continue through September 30, 2007, with an option to renew for two additional years if the project is successful, the Department determines that it is in the interests of District of Columbia residents to continue, funds are available, and the U. S. Department of Human Services accepts a continuation of services. FY '06 grant award funds must be expended by September 30, 2007.

Grant Awards and Amounts

Approximately \$90,000 will be awarded to fund counseling and case management services for victims of domestic violence as outlined in the Program Scope in Section II.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFP and/or included in the applicant's submission as part of their model program. Applicants shall only use grant funds to support family violence prevention activities including counseling and case management services for victims of domestic violence and their children who are not residing in a confidential safe shelter. Grant funds cannot be used to provide direct financial assistance to clients and their families.

Indirect Costs Allowance

The applicants' budget submissions must adhere to a fifteen-percent (15%) maximum for indirect costs.

Required Match

Grantees shall provide a match as specified in section 303 (e) of the Family Violence Prevention and Services Act -- i.e., a 20% match of the grant for existing programs and a 35% match for new programs. The match can be either cash or in-kind, but may not include any Federal funds provided under any other authority.

CONTACT PERSON

For further information, please contact:

Barbara Strother, Grant Manager
2146 24th Place, N. E.
Washington, DC 20018
202-541-3957
Barbara.strother@dc.gov

INTERNET

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Barbara Strother, Grant Manager at Barbara.strother@dc.gov.

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

Pre-Application Conference

The Pre-Application Conference will be held at 2146 24th Place, N. E. on Tuesday, June 27, 2006, from 3:30 p.m. to 4:30 p.m. at the offices of the Family Services Administration. The meeting will be held in the second-floor conference room.

EXPLANATIONS TO PROSPECTIVE GRANTEES

Applicants are encouraged to mail, FAX, or e-mail their questions to Barbara Strother on or before July 14, 2006 at 4:30 p.m. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Deadline Date

The RFA will be issued on Tuesday, June 20, 2006. The Pre-Application Conference will be held on June 27, 2006 and the deadline for submissions of all applications is **Thursday, July 20, 2006 at 4:45 p.m.** Applications will not be accepted after 4:45 p.m. on July 20, 2006.

SECTION II

PROGRAM SCOPE

Case Management and Counseling Services for Victims of Domestic Violence in the District of Columbia

Overview

The Department of Human Services/Family Services Administration expects to provide counseling and case management services for victims of domestic violence in the District of Columbia who do not reside in a confidential safe shelter.

GENERAL RESPONSIBILITIES

The following tasks must be included and defined as part of all model programs:

Outreach – Grantees will be responsible for targeted outreach activities in order to establish sites where victims of domestic violence can receive counseling and case management services.

Capacity – The applicant will be responsible for developing, planning, and providing counseling and case management services for victims of domestic violence who do not necessarily reside in confidential safe shelters and students who are enrolled in school. If case management and counseling services are currently funded through the Family Violence Prevention Services grant, one-on-one case management and counseling services shall be maintained for at least 150 victims of domestic violence and their children. New applicants must demonstrate the ability to provide one-on-one case management and counseling services for at least 150 new victims of domestic violence and their children.

In addition, the applicant will provide support groups to serve victims or potential victims of violence. If case management and counseling services are currently funded through the Family Violence Prevention Services grant, at least six support groups led by licensed professional staff at the services center and in the community shall be maintained to serve at least 100 adults, adolescents, and/or children who are victims of domestic violence.

The applicant will be responsible for direct services to victims of domestic violence, and shall keep and submit to the grant manager statistical information about the number of adults and adolescents that receive services.

Targeted Goals/Objectives – The applicant must provide details about their involvement in the neighborhood it wishes to serve and how, based on that experience, it has derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during nontraditional hours if it has been the experience of the organization that contact with victims of domestic violence is most accessible during nontraditional hours. There must be clearly defined outcomes that are measurable in terms of the number of people served.

Contact Planning – Once initial contacts are made, a plan for engaging and providing counseling and case management services for victims of domestic violence must be developed. DHS will develop reporting requirements for the grantees. Grantees have up to two (2) months to implement the direct services, but all activities shall be completed within the program year. Please note that the DHS program monitor will be available for consultation.

Additional Grantee Requirements

The offeror must ensure that it will:

- Provide a social service center in the District of Columbia (newly established or maintenance of a current center) that will provide direct services to assist victims of domestic violence.
- Provide licensed clinical social work and other professional staff to provide case management and counseling services for victims of domestic violence.
- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Include in your model, plans to ensure that if help is sought, the proposed population has a means to access additional sources of services and supports, as appropriate.
- Include in your model a demonstration of your ability to provide documentation of outcomes, including program successes, unmet needs, barriers, and problems encountered in the implementation of this grant.
- The grantee shall include in your model a demonstration of your ability to conduct outreach into the community to develop partnerships with community-based agencies to ensure that counseling and case management services are established at shelters and schools in the District of Columbia.

CONFIDENTIALITY OF RECORDS

All information concerning victims of domestic violence is to be held strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the case management and counseling grant.

Reporting Requirements

The Grantee shall be prepared to complete and submit the following reports.

Monthly Reports: Grantees should be prepared to report information to DHS in a manner conducive with the data-base management system to be utilized for this grant and provide a monthly report to the grant manager by the 15th day after the end of each month of services provided, regarding the progress towards completion of tasks and requirements in the scope of service. At a minimum, data collection items will include the following information:

- the number of women, men, and adolescents who received one-on-one counseling and case management services;
- the number of support groups that were led and the number of women, men, and adolescents who participated in the support groups for victims of domestic violence;
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any exceptional issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas.

Final Report: The applicant shall submit to the grant manager, at the DHS/FSA, a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

Unusual Incident Reports: The Grantee shall report unusual incidents by telefacsimile or telephone to the Grant Administrator within 24 hours of the event, and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative

Agency's employees or Grantee's staff) or customers and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical facility; complaints from families of clients; requests for information from the press, attorneys, or government officials outside of DHS staff involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

SECURITY CERTIFICATIONS

Since the applicant is will come into contact with students or residents under 18 years of age, the applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code, 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

CERTIFICATIONS AND ASSURANCES

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

SECTION III

GENERAL PROVISIONS

Payment Provisions

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by the DHS Grants Administrator.

INSURANCE

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

AUDITS

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

NONDISCRIMINATION IN THE DELIVERY OF SERVICES

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal funds.

Staff Requirements

The applicant shall employ sufficient managerial, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and competence to perform the duties, which they have been assigned. All social workers shall be licensed and other professional staff shall maintain appropriate credentials.

The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain an individual personnel file for each project staff member which

will contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment criminal record background checks, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.

The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

If volunteers are used on this project, the applicant shall maintain an individual personnel file for each volunteer that shall contain documentation of professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which contribute toward the success of this project. Notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from the project shall also be maintained in the volunteer file. All of these personnel materials shall be made available to the Grants Administrator upon request.

The applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/FSA Grant Manager.

Facility Requirements

a. Regulations

The applicant's facilities used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. The applicant shall maintain current all required permits and licenses. The applicant's failure to do so shall constitute a failure to perform under the agreement and be a basis for termination of the grant agreement for default.

b. Emergency Back-Up Site

The applicant shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

c. Accessibility

All facilities offered for the provision of services under the grant agreement shall be accessible to persons with mobility and other limitations, e.g., persons who are blind, deaf or hearing impaired, consistent with the Rehabilitation Act of 1973, P.L. 95-602 (Section 504), and the Americans with Disabilities Act, P.L. 1010-336, as appropriate, which shall be incorporated in the grant agreement.

d. Maintenance

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup shall be provided by the applicant.

Performance Standards and Quality Assurance

The applicant shall monitor and evaluate activities associated with completing this project. At a minimum, the quality assurance program shall include a review of the timely completion of tasks and progress made toward achieving the goals of the project.

The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.

The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

The applicant shall involve the target populations in customer satisfaction surveys to the extent possible and shall address issues and suggestions raised by the target populations when feasible.

Records

The applicant shall keep accurate records of the program and the ongoing progress of the program activities.

The applicant shall provide the grant manager, and other authorized representatives of the Department of Human Services and the District government, such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the applicant's senior staff.

The applicant shall retain all records for at least three (3) years following final close-out of the grant.

Evaluation

The applicant shall describe the plan that will be used to evaluate the effectiveness of the project, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The applicant shall indicate the criteria to be used to assess the results of the evaluation process.

The applicant shall describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable. The applicant shall explain the methodology that will be used to determine if the needs of the project designed are being met.

The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

MONITORING

With responsibility for monitoring and evaluating funded project, representatives of the Family Services Administration will make periodic scheduled and unscheduled visits to project sites. During such visits, the Awardee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

ADDITIONAL PROVISION

Religious organizations are eligible, on the same basis as any other organization to participate as long as the services funded by the Family Violence Prevention Services (FVPS) grant are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, pursuant to 45 C.F.R. 260.34(b)(1).

No federal grant funds provided directly to participating organizations may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives direct FVPS funds under this part, and participation must be voluntary for the beneficiaries of those programs or services. *See* 45 C.F.R. 260.34(c).

A religious organization that participates in the FVPS program will retain its independence from Federal, State, and local government and may continue to carry out its mission, including the definition, practice and expression of its religious beliefs, provided that it does not expend Federal FVPS funds that it receives directly to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide FVPS-funded services without removing religious art,

icons, scriptures, or other symbols. In addition, a Federal or State MOE funded religious organization retains the authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis and include religious reference in its organization's mission statements and other governing document. *See* 45 C.F.R. 260.34(d).

The participation of a religious organization in, or its receipt of funds from, a FVPS program does not affect that organization's exemption provided under 42 U.S. 2000e-1 regarding employment practices. *See* 45 C.F.R. 260.34(e)

A religious organization that receives Federal FVPS funds shall not, in providing program services or benefits, discriminate against an applicant or recipient on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. *See* 45 C.F.R. 260.34(f)

Religious organizations that receive Federal FVPS funds are subject to the same regulation as other non-governmental organizations to account, in accordance with generally accepted auditing/accounting principles, for the use of such funds. Religious organizations may keep Federal FVPS funds they receive for services segregated in a separate account from non-governmental funds. If religious organizations choose to segregate their funds in this manner, only the Federal FVPS funds are subject to audit by the government under the program. *See* 45 C.F.R. 260.31(h)

Termination of the Grant

This grant is being issued from the date of award and is expected to continue until the project is completed or through September 30, 2007, whichever comes first. The FY '06 grant award indicates that all funds must be expended by September 30, 2007, so carry-over will not be possible if funds cannot be completely expended by September 30, 2007. The Department may exercise an option to renew the grant for up to two additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and grant funds are available. If the applicant must discontinue providing service prior to the completion of the project, the applicant shall provide at least 60 days notice to the Department of its intention.

Rights to Data

All data first produced in the performance of this grant shall be the sole property of the District of Columbia. The applicant shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

Compliance with Tax Obligations

Prior to execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit

organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

SECTION IV

APPLICATION SUBMISSION

SUBMISSION DATE AND TIME

In order to be considered for funding, applications must be received no later than **4:45 p.m. on Thursday, July 20, 2006**. All applications will be recorded upon receipt. Applications accepted at or after 4:45 p.m. on July 20, 2006 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

NUMBER OF COPIES

The original and five (5) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (copies) of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

LOCATION TO SUBMIT APPLICATION

Applications must be received at or before the deadline date and time at the following location:

The Department of Human Services
Family Services Administration
2146 24th Place, N. E.
Washington, DC 20018
Contact Person: Barbara Strother
Phone: 202-541-3957

Applicants should allow at least one hour before the deadline time to clear security protocols.

MAIL/COURIER/MESSENGER DELIVERY

Applications mailed or delivered by messenger/courier services must be received on or before **4:45 p.m. on Thursday, July 20, 2006**. Applications arriving via messenger/courier services after the posted deadline of 4:45 on Thursday, July 20, 2006 will not be considered for funding. Application packages must be delivered to and received by a Family Services Administration staff member and not left at the security desk or other location by the courier service.

LATE APPLICATIONS WILL NOT BE ACCEPTED

SECTION V

REVIEW AND SCORING OF APPLICATIONS

REVIEW PANEL

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

SCORING CRITERIA

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Program Design (Total 40 Points)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.
(10 Points)
2. The proposal clearly describes the strategies for reaching the targeted population and describes a realistic plan to provide one-on-one counseling and case management services at a counseling center or in the community to at least 150 victims of domestic violence with licensed social workers or other professional staff with expertise in working with victims of domestic violence.
(20 points)
3. The proposal clearly describes the strategies for establishing partnerships with shelters and schools and describes a realistic plan to establish support groups for at least 100 victims and potential victims of domestic violence that will be led by licensed social workers or other professional staff with expertise in the working with victims of domestic violence.
(10 points)

Criterion B: Organizational Capability and Relevant Experience (Total 35 Points)

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population.
(10 Points)
 - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
 - If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.

(10 Points)

- Applicant has identified and has demonstrated an understanding of issues affecting the target population.
- Letters of support from community-based organizations and/or advocacy groups are provided.

3. The applicant has a clear plan to hire or has qualified licensed staff with the training and experience to provide clinical one-on-one counseling and case management services and has the clinical training and ability to lead support groups for victims of domestic violence. **(15 Points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 20 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.

(10 Points)

2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.

(10 Points)

Criterion D Overall Feasibility of the Project (Total 5 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

DECISION ON AWARDS

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

DESCRIPTION OF APPLICATION SECTIONS

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

APPLICANT PROFILE

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

TABLE OF CONTENTS

The Table of Contents should list major sections of the application with quick reference page indexing.

APPLICATION SUMMARY

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

PROJECT NARRATIVE

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with outreach activities in this community. If no experience, describe how past linkages to the community will prove beneficial in this undertaking.

PROGRAM BUDGET AND BUDGET NARRATIVE

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

PERSONNEL: Show proposed salaries and wages for all project staff.

FRINGE BENEFITS: Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.

TRAVEL: Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.

SUPPLIES: List proposed supplies and educational materials.

OTHER: Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions and postage.

Indirect: Show calculation and indirect rate.

CERTIFICATIONS AND ASSURANCES

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

APPENDICES

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;

- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
 - Planned job descriptions (if applicable).

Section VII	LIST OF ATTACHMENTS
Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget
Attachment H	Definitions
Attachment I	Collaboration Commitment Form
Attachment J	Confidentiality Statement

Attachment A
Family Violence Prevention Services Program

Applicant Profile

Applicant Name:_____

TYPE OF ORGANIZATION

Small Business_____ Non-Profit Organization_____

Contact Person: _____

Office Address: _____

Phone Number: _____

Fax Number: _____

Federal ID Number: _____

Program Descriptions:_____

Budget

Total funds Requested: \$_____



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**



**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**

- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

DC Department of Human Services, Office of Grants Management, 64 New York Avenue, N.E., Sixth Floor, Washington, DC 20002 Attn: Ms. Joi Yeldell, Grants Administrator.

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).**
- 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**
- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.**



8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA)

(1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.



14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature & Title

Date

**Attachment D
Original Receipt**

**Counseling and Case Management Services
for Victims of Domestic Violence**

RFA #: F07-02

The Department of Human Services is in receipt of the original application and five (5) copies submitted in response to the Request for Applications for Homemaker Services :

Submitted by: _____
(Contact Name/ Please Print Clearly)

F0720-06/01

(Organization Name)

(Address, City, State, Zip Code)

(Phone Number) (Fax Number)

For DHS Only:

Received applications: Time: _____

Application and _____ copies

Received on this date: _____

Received by: _____

PROPOSALS WILL NOT BE ACCEPTED AFTER 4:45 P.M.

Attachment E

**Counseling and Case Management Services
For Victims of Domestic Violence**

Work Plan

Agency:								Submission Date:				
Services Area:								Project Manager:				
Budget:								Telephone #:				
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

Attachment F

**Counseling and Case Management Services
for Victims of Domestic Violence**

Staffing Plan

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director's Signature:_____ **Date:**_____

Attachment G

**Counseling and Case Management Services
for Victims of Domestic Violence**

Budget

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead			
Total			

Attachment H

Counseling and Case Management Services for Victims of Domestic Violence

DEFINITIONS

Adolescents: Residents of the District of Columbia who are between the ages of 13 and 20.

Asian/Pacific Islanders: Residents of the District of Columbia who migrated or whose ancestors migrated who continue to identify themselves as part of a Chinese, Vietnamese, Korean or other Pacific-rim community.

Case Management: Clinical interaction to plan, seek, and monitor services from different social agencies and staff on behalf of a client. Coordination of services and advocacy for the client are involved in the process.

Counseling: Clinical interaction to guide individuals, families and groups to assist them avoid or recover from the trauma of abuse by listening, giving advice, delineating alternatives, helping articulate goals, and providing needed information.

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual, which (a) results or threatens to result in physical injury and (b) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.

Information, Education, and Outreach Campaign: The effort to inform under-served populations about domestic violence, safety planning, and how and where to seek help.

Latino: Residents of the District of Columbia who migrated or whose ancestors migrated who continue to identify themselves as part of a Latino community.

Seniors: Residents of the District of Columbia who are 60 years of age or older.

Support Group: A structured ongoing series of meetings between people who share a common problem and who give advice, encouragement, information, and emotional sustenance. The group is led by a licensed social worker or other professional with expertise in working with victims of domestic violence.

Under-served population: Residents of the District of Columbia who are victims of domestic violence or potential victims of domestic violence and who have difficulty accessing services due to barriers such as language, isolation, lack of services, or lack of information about available services.

ATTACHMENT I

**Counseling and Case Management Services
for Victims of Domestic Violence**

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED

Attachment J

**Counseling and Case Management Services
For Victims of Domestic Violence**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a ELOA project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any ELOA project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more that ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature/Title Date

Name of Organization